

*(Insert School Letterhead)*

\_\_\_\_\_, 20\_\_\_\_

To the Parent/Guardian of: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ has reviewed the attendance record of \_\_\_\_\_.  
*(Name of School)* *(Name of Student)*

This record of \_\_\_\_\_ days of consecutive unexcused absences has demonstrated the intention of \_\_\_\_\_ not to continue his/her education.  
*(Name of Student)*

\_\_\_\_\_ is 17 years of age or older which is beyond the compulsory age for school  
*(Name of Student)*  
attendance. If we do not hear from you within ten days, \_\_\_\_\_ will be removed  
*(Name of Student)*  
from the roll of \_\_\_\_\_.  
*(Name of School)*

If \_\_\_\_\_ wishes to return to school until age 21 and resume his/her studies,  
*(Name of Student)*  
please contact \_\_\_\_\_ at \_\_\_\_\_ and arrange for a re-enrollment  
*(Principal's Designee)* *(Telephone Number)*  
interview.

Sincerely,

\_\_\_\_\_  
*(Principal's Signature)*